

Navy Advancement Center
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Advancement Handbook for MUSICIAN

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Musician (MU) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for MU3

Advancement Handbook for MU3

General MU <i>Skill Area</i>	MUSIC (Melodic Analysis)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Notate elementary melodic dictation
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Chord tones, approach tones, and chromatic approach tones • Types of motion: conjunct and disjunct • Phrasing: antecedent and consequent • Rhythm: regular, irregular, uniform, and syncopation • Melody lines of required ceremonial music and <i>Navy Song Book</i> selections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 3, 4, 6, 8, 10, 11, 13, 14, 16, and 18 • <i>Harmony</i>, NAVEDTRA 12012, chapter 2 • Ceremonial music, DOD and/or USN editions melody lines to: "Star Spangled Banner" (US Armed Forces Edition), "Ruffles and Flourishes," "Admiral's or Flag Officer's March," "Generals March," "Honors March," "Hail, Columbia!," and "Hail to the Chief" • <i>Navy Song Book</i>, NAVPERS 15047, (melodic lines only) selections 2, 5, 16, 17, 19, 56, and 61

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions concerning required melody lines; their markings: dynamic and metronome; time and key signatures; quality of intervals at selected points; letter names when sounded and transposed; types of beginnings: thetic or anacrusis; ranges of melodies; chromatically altered notes; traditional names of melody notes; qualities of triads built on specified melody notes; and melodies as related to modal chord scales.</p>
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General MU <i>Skill Area</i>	MUSIC (Improvisation)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Improvise elementary melodies following alphabetical chord symbols
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Use approach tones: scale approach; chromatic approach; and scale and chromatic approach • Use implied chord scales for a given chord • Perform swing rhythms: long and short percussive notes; anticipations; accents; note duration; melodic, harmonic, and rhythmic syncopation; and phrasing
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 6, 7, 8, 9, 11, 15, 16, 17, and 18 • <i>Harmony</i>, NAVEDTRA 12012, chapters 2, 6, 7, and 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the selection and use of approach tones; chord scales; swing rhythms, syncopation, and phrasing.

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General MU <i>Skill Area</i>	MUSIC (Manuscript Techniques)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Copy music legibly and accurately
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify the correct notation of:</p> <ul style="list-style-type: none"> • Pitch • Clefs • Chromatic signs and enharmonic pitches • Note and rest values • Note ties, slurs, and dotted notes • Beat groupings and divided beats • Meter or time signatures • Leger lines • Noteheads, stems, flags, beams, and spacing of notes and rests • Rehearsal markings, performance directions, repeat signs, and endings
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2 and 3, and appendices A and B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the notation of: pitch; enharmonic pitch; chromatic signs; dynamic markings; note and rest values; beat or note groupings; noteheads, stems, beams, flags, ties and slurs; dotted notes; clefs; keys and time signatures; triplets; performance directions; musical abbreviations; articulations and accents; music form; leger line and bar line spacing; repeat signs, and endings.</p>

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General MU <i>Skill Area</i>	MUSIC (Performance Directions)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Sight-read intermediate music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify and interpret:</p> <ul style="list-style-type: none"> • Clef signs • Key and time signatures • Leger lines • Noteheads, stems, beams and flags • Dotted notes • Spacing of notes and rests, ties and slurs • Rehearsal markings, and Italian terms • Repeat signs and endings • Accidentals • Tempo and metronome markings • Ornament signs • Articulation • Fermatas • Dynamic marks
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapter 12 and appendices A and B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about dance band devices; concert band ornaments; brasswind mutes; clef, key and time signatures; accidentals; repeat signs and endings; ties, slurs and phrase markings; dynamic markings; tempo and meter markings; fermatas; rehearsal markings; articulation; ornaments; and Italian terms.</p>

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General MU <i>Skill Area</i>	MUSIC (Conducting)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform as a member of ceremonial, dance, and concert band ensembles
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Beat patterns as related to meter and time signatures • Metrical stress • Simple and compound time signatures <p>Composite meter</p>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapter 3 and appendix B-1 • <i>Basic Music</i>, NAVEDTRA 12013, appendix F
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting patterns; meters; conducting as it relates to ceremonial music; metrical stress; preparatory beats; upbeats and downbeats; ictus; releases; fermatas, and cuts.

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General MU <i>Skill Area</i>	MUSIC (Phrase Construction)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Identify the forms in which music is organized
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Qualities of a motive • Homophonic and polyphonic forms • Terms and their definitions used in connection with musical form
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 12013, appendix D
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about cadences; phrases, double phrases and chain of phrases; periods and double periods; homophonic and polyphonic form; exerts; motives; and endings.

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General MU <i>Skill Area</i>	MUSIC (Chords)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Identify by sight and sound chords and their structures
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Chord symbol interpretation • Chord structures • Chord scale usage
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 11, 15, 16, and 19 • <i>Harmony</i>, NAVEDTRA 12012, chapters 3, 5, and 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about chord structures and formulas; extended chords; specified bass; diatonic and inharmonic chords, chord symbols, qualifiers and indicators; tone clusters and their equivalent chords; how chords relate to the black and white keys on a piano; and how chords relate to chord scales and modes.</p>

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General MU <i>Skill Area</i>	MUSIC (Instruments)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify instrument ranges, transpositions and physical characteristics.
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Instrument ranges • Transpositions • Methods of sound production • Physical characteristics
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 13, and 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about instrument sounding ranges; written ranges; transpositions; clefs and keys; nature of sound production; woodwind instruments; transverse woodwinds; double reed instruments; single reed instruments; brasswind (treble clef and bass clef); trombone attachments; percussion (indefinite pitch percussion and definite pitch percussion); keyboard; rhythm section; and stringed instruments (bass and guitar).</p>

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General MU <i>Skill Area</i>	MUSIC (Transposition)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Transpose and perform elementary music on sight
<i>Knowledge</i> you should have to perform this skill:	You should be able to transpose by: <ul style="list-style-type: none"> • Scale degree • Interval • Key • Clef
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 6, 7, and 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about transposition by scale degree, by interval; by clef, and by key signature; enharmonic notes; and new key signatures and accidentals required after transposition.

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General MU <i>Skill Area</i>	MUSIC (Triads)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify by sight and sound major, minor, augmented, and diminished triads in root position and their inversions.
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Identify and notate major, minor, augmented, and diminished triads in root position and their inversions • Identify the quality of triads as consonant or dissonant • Identify relationships of triads to selected scales • Identify and notate triads in simple and compound form • Identify diatonic triads in major and minor keys
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 6, 7, 8, 10, and 11 • <i>Harmony</i>, NAVEDTRA 12012, chapters 1, 5, and 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the notation of triads (root position, inversions, simple and compound); quality of triads (major, minor, augmented, and diminished); staff notation of triads; intervals within triads; triads voice as simple and compound; sound of triads (consonant and dissonant); and triads as related to selected melody notes of required ceremonial music.</p>

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General MU <i>Skill Area</i>	MUSIC (Intervals)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify intervals by sight and sound
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Identify qualities of intervals: major, minor, perfect, augmented, and diminished • Identify enharmonic intervals • Identify simple and compound intervals • Reduce and expand intervals: simple to compound, compound to simple • Invert intervals • Identify consonant and dissonant, diatonic and chromatic intervals
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 5, 8, and 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the quality of intervals; intervals in root position and their inversions; simple and compound intervals; consonant and dissonant intervals; diatonic and chromatic intervals and their relationship to modes; affect of clefs , key signatures and chromatic signs on intervals; notation of intervals; total number of semitones within an interval; and intervals as they are related to the melodies of required ceremonial music.</p>

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General MU <i>Skill Area</i>	MUSIC (Scales)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform from memory all major and minor scales.
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Major, natural minor, harmonic minor, melodic minor, pentatonic major and minor, blues, and wholetone and chromatic scales. • Tetrachords and their use in construction and analysis of scales
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 5 through 9, and 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about major, natural minor, harmonic minor, melodic minor, pentatonic major and minor, blues, and wholetone and chromatic scales, their key signatures, chromatic alterations and their related modes; and tetrachords and their use in construction and analysis of scales.

Part 2

Advancement Handbook for MU2

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General MU <i>Skill Area</i>	MUSIC (Conducting)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct the "Star Spangled Banner" and required ceremonial music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Conducting patterns and the correct use of the right and left hand • Changes in meter, tempo, and dynamic levels • Music styles and character • Cueing for performers, holds and cuts, downbeats and upbeats, ictus and preparatory beats • Musical forms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 12013, appendices D and F • "Star Spangled Banner," U.S. Armed Forces Edition (conductor's score) • Ceremonial Music, DOD/ or USN eds, melody lines to: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," and "Hail to the Chief" (melody lines only)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about conducting patterns and the area used for time beating; use of the right and left hand in conducting; meter; changes in tempo; changes in dynamic levels; style and character; cueing performers; holds and cuts; downbeats and upbeats; preparatory beats; music form; and the terms used to describe form in music.</p>

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General MU <i>Skill Area</i>	MUSIC (Phrase Construction)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Create and harmonize melodies in four part using primary triads and nonharmonic tones
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Phrasing • Form in music • Periods and double periods • Episodes • Cadences • Anacrusis and thetic beginnings • Arsis and thesis • Harmonic progression • Vertical combinations • Progression, retrogression, and elision • Nonharmonic tones • Form in music • Accidentals and approach tones
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapter 18 • <i>Harmony</i>, NAVEDTRA 12012, chapters 2, 3, and 8 • <i>Basic Music</i>, NAVEDTRA 12013, appendix D
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about periods and double periods; episodes; phrasing; cadences; arsis and thesis; anicrusis and thetic beginnings; form; sequence; harmonic progressions and vertical combinations; nonharmonic tones; progression, retrogression and elision; accidentals; and approach tones.</p>

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General MU <i>Skill Area</i>	MUSIC (Arranging)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Arrange a standard dance tune for a two-horn, four-rhythm ensemble exhibiting the use of nonharmonic tones, dominant seventh chords, secondary triads, progressions, and cadences.
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Chord progressions and cadences • Voicing of harmony • Dominant 7 chords • Secondary triads • Nonharmonic tones • Instrument transposition • Instrument ranges
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 1 through 19, and appendices A and B • <i>Harmony</i>, NAVEDTRA 12012, chapters 1 through 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about chord progressions and cadences; inversions; regular and irregular resolutions; conjunct and disjunct motion; half, full, phrygian, imperfect, perfect, authentic and plagal cadences; chord inversions and doublings; elision and retrogression; chord symbols; ranges and motion of voices in harmony; nonharmonic tones; secondary triads; and instrument ranges and transpositions.

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General MU <i>Skill Area</i>	MUSIC ("Star Spangled Banner")
A <i>skill</i> you are expected to perform from the General Skill Area above:	Notate and conduct from memory the melody and bass lines of the "Star Spangled Banner"
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Melodic and harmonic analysis • Form in music • Performance directions • Dynamic markings • Articulation markings • Conducting for instrumentalists
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • "Star Spangled Banner," U.S. Armed Forces Edition (conductor's score) • <i>Basic Music</i>, NAVEDTRA 10244, chapters 3, 4, 10, 14, and appendix B • <i>Basic Music</i>, NAVEDTRA 12013, appendix F
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about melodic and harmonic analysis, meter markings; tempo and tempo changes; directions for performance; articulation markings; dynamic markings; instrument cueing; holds and cuts; fermatas, and use of the hands in conducting.

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General MU <i>Skill Area</i>	MUSIC (Transposition)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Sight-read advanced music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to transpose music by:</p> <ul style="list-style-type: none"> • Interval • Clef • Key signature • Scale degree
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapter 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about transposition by interval, clef, key signature and scale degree.

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General MU <i>Skill Area</i>	MUSIC (Scales)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Notate and perform all major, minor, and modal scales
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Major, minor, chromatic, diminished, whole-tone, pentatonic major/minor, blues, chordal and modal scales and their key signatures • Tetrachords names and formulas • Traditional names of scale degrees
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 5 through 9, and 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about major, minor, diminished, chromatic, whole-tone, pentatonic major/minor, blues, chordal and modal scales; key signatures; tetrachord names and key signatures; and the traditional names for scale degrees.</p>

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General MU <i>Skill Area</i>	MUSIC (Triads)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Harmonize melodies in four parts using triads
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Inversions of triads • Succession and cadences • Simple and compound triads • Primary and secondary triads • Triad use in major and minor keys • Harmonization of triads • Consonant and dissonant qualities of triads
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 6, 7, 8, 10, 11, and 15 • <i>Harmony</i>, NAVEDTRA 12012, chapters 1 through 6, and 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about triads and their inversions; triads in succession and cadences; function of second inversion triads; strength of triads in progressions; triad note doublings and resolutions; triad use in open and close positions; quality of triads built on the degrees of major; minor; and modal scales; consonance and dissonance of triads; notation of accidentals; and figured bass.</p>

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General MU <i>Skill Area</i>	MUSIC (Chords)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Construct chords given standard alphabetical symbols used in dance and modern music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Chord structures • Chord symbols and indicators • Inversion of chords • Extended chords and alterations • Specific bass in chords
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>" NAVEDTRA 10244, chapters 6, 7, 8, 10, 11, 12, 15, 16, and 19 • <i>Harmony</i>, NAVEDTRA 12012, chapters 5 through 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about chords and their inversions; dominant 7 chords; secondary dominant chords; required accidentals; internal intervals; chord symbols; chord structures and numeric chord formulas; chord indicators; note doublings; chord function; enharmonic spellings; extended chords and alterations; nonharmonic tones; chord use in cadences; and chords expressed in Roman numeral and specified bass.</p>

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General MU <i>Skill Area</i>	MUSIC (Improvisation)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Play improvised intermediate melodies following alphabetical chord symbols
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Swing rhythm • Melodic construction • Chord scales
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 3 through 9, 11, 12, and 15 through 19
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about improvisation in swing rhythm; anticipations; the divided beat; long and short percussive notes; articulations; melodic construction; chord tones and non-chord tones; approach tones; chords scales.

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General MU <i>Skill Area</i>	MUSIC (Melodic Analysis)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Notate from memory melodic lines of the U.S. National Anthem, honors, and ceremonial music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Melody lines to the "Star Spangled Banner" and required honors and ceremonial music • Traditional names of scale degrees • Intervals and interval qualities • Triads, chords, chord symbols, and figured bass • Key signatures and time signatures • Instrument transposition • Rhythm
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 3, 4, 6, 7, 10, 11, 13, 14, 15, and appendix A • "Star Spangled Banner," U.S. Armed Forces Edition (conductor's score) • Ceremonial Music, DOD/ or USN eds, melody lines to: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," and "Hail to the Chief" (melody lines only)

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the melody lines to the U.S. National Anthem and required honors and ceremonial music; traditional names of scale degrees; intervals and interval qualities; triads, chords and their inversions, chord symbols, and figured bass; key signatures and time signatures; instrument transposition; and rhythm.</p>
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General MU <i>Skill Area</i>	MUSIC (Manuscript Techniques)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Notate intermediate music using prescribed manuscript techniques
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Clef signs • Key signatures and time signatures • Leger lines • Noteheads, stems, flags, and beams • Dotted note values • Measure length and spacing • Ties and slurs • Numerals • Repeat signs • Accidentals • Notation of definite and indefinite pitch instruments • Tempo markings
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 3, 4, 17, 19, and appendix A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about clef signs; key signatures and time signatures; division of the beat; note and rest symbols and values; stems, flags, beams, noteheads and dotted noteheads; accidentals; measure length and spacing; ties and slurs; numerals; repeat signs; stem length and beam orientation; notation of definite and indefinite pitch instruments; and tempo markings.</p>

Advancement Handbook for MU2

General MU <i>Skill Area</i>	MUSIC (Performance Directions)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Sight-read advanced music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Italian terms • Tempo and volume indicators • Concert band devices: melodic ornaments, music abbreviations, octave signs, articulation and accents, meter markings • Dance band devices: scoop, rip or flare, plop, drop or fall, doit, doik or doink, flip or turn, bend, smear, shake, subtone, muting, false fingerings, swallowed notes and straight eighth notes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, appendix B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about Italian terms; change in tempo and volume; concert band devices: melodic ornaments, music abbreviations, octave signs, articulation, accents and meter markings; dance band devices: scoop, rip or flare, plop, drop or fall, doit, doik or doink, flip or turn, bend, smear, shake, subtone, muting, false fingerings, swallowed notes and straight eighth notes.</p>

Advancement Handbook for MU2

General MU <i>Skill Area</i>	ELECTRICAL SYSTEMS OPERATION (Sound Reinforcement)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Set up and operate sound reinforcement equipment
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall information concerning:</p> <ul style="list-style-type: none"> • Preamps and power amps • Impedance • Basic terminology • Full range, balanced, and unbalanced systems • Bi-amping and tri-amping • Microphone types • Microphone pickup patterns • Proximity effect • Speaker placement • Feedback • Equalizers • AC power requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<i>Sound Reinforcement, a Brief Overview of</i> , with accompanying video (Navy Music Program special publication)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about signal flow in a sound reinforcement system; preamps and power amps; impedance; basic terminology for the characteristics and components of sound reinforcement systems; full range, bi-amp and tri-amp setups; types of microphones; pattern characteristics of microphones; proximity to microphone effects; optimum placement of speakers; audio feedback; and power requirements for sound reinforcement systems.

Part 3

Advancement Handbook for MU1

Advancement Handbook for MU1

General MU <i>Skill Area</i>	MUSIC (Honors and Ceremonies)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct a ceremonial band and marching band in public performances, ceremonies, and parades
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Honors for military officers and public officials. • Honors for foreign military officers and officials • Honors to national anthems and national ensigns • Performance guidelines for "Anchors Aweigh" • Gun salutes • Passing honors between ships • Official visits and calls • Formal occasions other than official visits • Special ceremonies, anniversaries, and solemnities • Deaths and funerals • Parades, reviews, formations, and inspections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>United States Navy Regulations</i>, chapter 12, tables 1 through 7 • <i>Marine Corps Drill and Ceremonies Manual</i>, SECNAVINST 5060.22, chapters 10 through 19, 22, and 23 • <i>USMC Interior Guard Manual</i>, AVMC 2691A, section 4

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about honors for U.S. civic officials and military officers; honors for foreign officials and officers; performance guidelines for "Anchors Aweigh"; passing honors between ships; sequence of rendering honors; gun salutes; protocol; official visits and calls; formal occasions other than official visits; special ceremonies and anniversaries; Marine Corps birthday ceremony; funerals; parades; reviews; formations; and inspections.</p>
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Advancement Handbook for MU1

General MU <i>Skill Area</i>	MUSIC (Intervals)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Notate advanced melodic dictation
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Intervals and their inversions • Consonant and dissonant intervals • Enharmonic intervals • Simple and compound intervals • Diatonic and chromatic intervals
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 6, and 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about intervals and their inversions; interval qualities: major, minor, augmented, doubly augmented, diminished, doubly diminished, perfect and perfect prime; consonant and dissonant; enharmonic; simple and compound intervals; diatonic and chromatic intervals; and how intervals relate to clefs and key signatures.</p>

Advancement Handbook for MU1

General MU <i>Skill Area</i>	MUSIC (Scales)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Play improvised advanced melodies using chords scales
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Chord scales • Tetrachords and their formulas • Parallel and relative major/minor scales • Clef and key signatures • Scales as they related to the black and white keys of a piano • Chromatic signs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 5 through 12, 15, and 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the use of chords scales: major sixth and major seventh, minor sixth and minor/major seventh, dominant seventh, minor seventh, minor seventh (flat five), augmented seventh, diminished seventh, blues, chromatic, wholetone and pentatonic scales; chord scale selection for specified chords and chord progressions; tetrachords and their formulas; parallel and relative major/minor scales; clef and key signatures; accidentals; and the relationship of chord scales to the black and white keys of a piano.</p>

Advancement Handbook for MU1

General MU <i>Skill Area</i>	MUSIC (Performance Devices)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Rehearse an ensemble of at least eight instrumentalists
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Italian terms • Concert band performance devices • Dance band performance devices • Swing rhythm • Mutes • Timbre
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 3, 4, 12, 14, and 17, and appendices A, B, and C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about Italian terms; tempo and dynamics; concert band performance devices; accidentals; dance band performance devices; swing rhythm; mutes; accents and articulations.

Advancement Handbook for MU1

General MU <i>Skill Area</i>	MUSIC (Conducting)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Rehearse and conduct from memory the U.S. National Anthem, honors, and ceremonial music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • General conducting practices • Honors and ceremonial music • Beat patterns
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 3 and 4, and appendices A, B, and C • <i>Basic Music</i>, NAVEDTRA 12013, appendices D, E, and F • Star Spangled Banner, U.S. Armed Forces Edition (conductor's score) • Ceremonial Music, DOD/ or USN eds, melody lines to: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," and "Hail to the Chief" (melody lines only) • <i>Navy Song Book</i>, NAVPERS 15047, (melodic lines only) selections 2, 5, 16, 17, 19, 56, and 61

Advancement Handbook for MU1

General <i>MU Skill Area</i>	MUSIC (Arranging)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write an arrangement of a standard dance tune for a four-horn, four rhythm ensemble, exhibiting various voicing and ensemble methods
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Progressions and cadences • Modulations • Chords: primary secondary, dominant sevenths, diatonic and secondary sevenths, and higher level sevenths • Part voicing and note resolutions • Nonharmonic tones • Instrument ranges and transpositions • Forms and media in music • Meter and rhythms • Time and key signatures • Music notation • Scales • Manuscript techniques • Performance directions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 1 through 19, and appendices A, B, and C • <i>Harmony</i>, NAVEDTRA 12012, chapters 1 through 14 • <i>Basic Music</i>, NAVEDTRA 12013, appendix D

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about progressions and cadences; modulations; chords: primary, secondary, dominant sevenths, diatonic, secondary sevenths, and higher lever sevenths, part voicing and note resolutions; nonharmonic tones; instrument ranges and transpositions; form and media in music, meter and rhythms, time and key signatures, music notation, scales, manuscript techniques, and performance directions.</p>
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Advancement Handbook for MU1

General <i>MU Skill Area</i>	MUSIC (Manuscript Techniques)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Notate and score advanced music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Key and time signatures • Clef signs • Leger lines, noteheads, dotted noteheads, stems, flags, and beams • Ties and slurs • Note spacing and groupings • Rests • Numerals, rehearsal markings, and repeat signs • Accidentals • Directions for performance • Melodic ornaments • Articulations, accents, and dynamic indicators
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 3, 14, 15, and 17, and appendices A, B, and C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about key signatures and time signatures; clef signs; leger lines, noteheads, dotted noteheads, stems, flags, and beams; ties and slurs, note spacing and groupings; rests; numerals, rehearsal markings, and repeat signs; accidentals; directions for performance; notation of melodic ornaments; articulations, accents, and dynamic indicators.</p>

Advancement Handbook for MU1

General <i>MU Skill Area</i>	MUSIC (Melodic Analysis)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct a ceremonial band in a public performance.
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Conductor's score to the "Star Spangled Banner" (conductor's score) • Melody lines to ceremonial music: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," and "Hail to the Chief" • Melody lines to selections in the <i>Navy Song Book</i>: "Anchors Aweigh," "Eternal Father," "America, the Beautiful," "Battle Hymn of the Republic," "God Bless America," "The Marine's Hymn," and "Auld Lang Syne".
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • U.S. Armed Forces Edition, "<i>Star Spangled Banner</i>" (conductor's score) • Ceremonial Music, DOD/or USN eds, melody lines to: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," and "Hail to the Chief" (melody lines only) • <i>Navy Song Book</i>, NAVPERS 15047: Selections 2, 5, 16, 17, 18, 56, and 61 (melody lines only)

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the conductor's score to the "Star Spangled Banner," and the melody lines to: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," "Hail to the Chief," "Anchors Aweigh," "Eternal Father," "America, the Beautiful," "Battle Hymn of the Republic," "God Bless America ," "The Marine's Hymn," and "Auld Lang Syne."</p>
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Advancement Handbook for MU1

General <i>MU Skill Area</i>	MUSIC (Transposition)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Transpose advanced music
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify transpositions by:</p> <ul style="list-style-type: none"> • Scale degree • Interval • Change of clef • Change of key signature
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2 and 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about transposing music by scale degree, interval, change of clef, and change of key signature.

Advancement Handbook for MU1

General <i>MU Skill Area</i>	MUSIC (Chords)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Harmonize melodies in four parts using diatonic triads, dominant and diatonic seventh chords.
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Triadic cords • Primary and secondary chords • Consonant and dissonant chords • Chords in major and minor keys • Chord inversions • Chords in traditional harmony • Substitute chords • Chord succession and cadences • Chord structures • Chord symbols • Extended chords and alterations • Specified bass in chords
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 2, 10, 11, 15, and 16 • <i>Harmony</i>" NAVEDTRA 12012, chapters 4, 5, 6, 7, 9, 10, 11, and 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about triads: primary, secondary, consonant, dissonant, diatonic to major/minor, and inversions; part writing in traditional harmony; numeric chord formulas; chord symbols; extended chords and alterations; specified bass; substitute chords; chord use in cadences; chord groupings; chord progression retrogression and elision; dominant seventh and extended chords; chord indicators or qualifiers; and chord note doublings and omissions.</p>

Advancement Handbook for MU1

General <i>MU Skill Area</i>	MUSIC (Improvisation)
<i>A skill</i> you are expected to perform from the General Skill Area above:	Play improvised advanced melodies following alphabetical chord symbols
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Chords • Swing rhythm • Melody construction
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 6, 7, 8, 9, 11, 12, and 15 through 19
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about chords: chord symbols, numerical chord formulas, chord scales, and chord progressions; modes; swing rhythm: anticipations, divided beats, short and long percussive notes; articulations; and melody construction: chord, chromatic, and scale approach tones.</p>

Advancement Handbook for MU1

<i>General MU Skill Area</i>	MUSIC (U.S. National Anthem)
<i>A skill you are expected to perform from the General Skill Area above:</i>	Conduct from memory the U.S. National Anthem in a public performance
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Conducting for instruments • Melodic and harmonic analysis of conductor scores • Protocol for honors and ceremonies
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • "Star Spangled Banner," U.S. Armed Forces Edition (conductor's score) • <i>Basic Music</i>, NAVEDTRA 10244, chapters 10, 11, 13, 15, and appendices A and B • <i>Harmony</i>, NAVEDTRA 12012, chapters 5 through 9, and 15 • <i>Basic Music</i>, NAVEDTRA 12013, appendix F • <i>United States Navy Regulations</i>, chapter 12 and tables 1 through 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about conducting: meter markings, changes in tempo, holds, cuts, preparatory beats, cueing performers, and use of left hand; melodic and harmonic analysis: non-harmonic tones, chords and their inversions, chord progressions, dynamic markings, rhythms, intervals, instrument transpositions, chromatically altered notes, articulations, and fermatas; protocol: performance for honors and ceremonies, performance for morning and evening colors, and performance at foreign and domestic ports.</p>

Advancement Handbook for MU1

General <i>MU Skill Area</i>	GENERAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare correspondence and maintain records for the daily operation of a Navy band
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Types of correspondence • Correspondence filing • Records maintenance • Types of reports • Directives and manuals
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Navy Correspondence Manual</i>, SECNAVINST 5216.5, all chapters • <i>Navy Music Program Supply Manual</i>, October 1996 (special publication) • <i>Allowance List, Musical Instruments and Accessories for Official Navy Bands</i>, NAVPERS 15875, all • <i>Yeoman 3&2</i>, NAVEDTRA 12613, chapters 2 through 8 • <i>Yeoman 1&C</i>, NAVEDTRA 12614, chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about correspondence: memos, business letters, and military letters; mail services: registered, express, certified, and classified; filing systems; tickler files; official notices; termination of files and records; directives and manuals; custody cards; transmittals; inventories; missing equipment; shipping documents; requisitions; disposal documents; file maintenance; official publications; and personnel administration.</p>

Part 4

Advancement Handbook for MUC

Advancement Handbook for MUC

General <i>MU Skill Area</i>	MUSIC (Arranging)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Arrange a standard melody of 32 measures or more for a small concert band or 17-piece dance band
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Form and media in music • Augmented sixth chords • Neapolitan sixth chords • Advanced modulation • Instrument ranges • Non-harmonic tones • Secondary triads • Dominant seventh chords • Secondary dominants • Diatonic seventh chords • Extensions on diatonic chords • Borrowed chords • Progressions and cadences • Chromatic alterations • Advanced modulation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, all chapters and appendices • <i>Harmony</i>, NAVEDTRA 12012, all chapters • <i>Basic Music</i>, NAVEDTRA 12013, appendices D and E

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about form in music: qualities of a motive, phrasing, and musical forms; media: vocal and instrumental; augmented sixth chords: Italian, French, and German; Neapolitan sixth chords; advanced modulation; instrument ranges; non-harmonic tones; secondary triads, dominant seventh chords; secondary dominant chords; diatonic seventh chords; extensions on diatonic chords; borrowed chords; progressions and cadences; chromatic alterations; and advanced modulation.</p>
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Advancement Handbook for MUC

General <i>MU Skill Area</i>	MUSIC (Conducting)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Rehearse and conduct a small concert band or 17-piece dance band in a public performance
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Conducting patterns • Meters and time signatures • Use of the left hand for conducting • Preparatory beats, downbeats, and upbeats • Performance directions • Italian terms • Changes in tempo • Holds and cuts • Cueing of performers • Subdivided beat patterns • Swing rhythm • Holds and pauses • Form and media • "Star Spangled Banner" and all required honors and ceremonies music

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chapters 13, 14, 15, 17, and 19 and appendices A, B, and C • <i>Basic Music</i> (Navy), NAVEDTRA 12013, appendices D, E, and F • U.S. Armed Forces Edition, "Star Spangled Banner," (conductor's score) • Ceremonial Music, DOD/ or USN eds, melody lines to: "Ruffles and Flourishes," "Flag Officer's March," "General's March," "Honor's March," "Hail, Columbia!," and "Hail to the Chief" (melody lines only) • <i>Navy Song Book</i>, NAVPERS 15047: Selections 2, 5, 16, 17, 18, 56, and 61 (melody lines only) • <i>United States Navy Regulations</i>, chapter 12 and tables 1 through 7
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about conducting patterns; meter and time signatures; use of left hand for conducting; preparatory beats, downbeats, and upbeats; performance directions; Italian terms; changes in tempo; holds, cuts, pauses, and fermatas; cueing of performers; subdivided beat patterns; swing rhythm; media and form in music; U.S. National Anthem, and required honors and ceremonial music.</p>

Advancement Handbook for MUC

General <i>MU Skill Area</i>	MUSIC (Advanced Four-Part Harmony)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Harmonize melodies in four parts using advanced harmonic techniques
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Melody writing • Vertical structures • Voice motion • Root position primary triads • Inversions of primary triads • Dominant seventh chords • Non-harmonic tones • Secondary triads • Diatonic seventh chords • Extensions on diatonic chords • Simple modulation • Secondary chords • Borrowed chords • Chromatic alterations • Augmented sixth chords • Advanced modulation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Harmony</i>, NAVEDTRA 12012, all chapters

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the following traditional harmony writing techniques: melody writing; vertical structures; voice motion; root position primary triads; inversions of primary triads; dominant seventh chords; non-harmonic tones; secondary triads; diatonic seventh chords; extensions on diatonic chords; simple modulation; secondary chords; borrowed chords; chromatic alterations; augmented sixth chords; and advanced modulation.</p>
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Advancement Handbook for MUC

General <i>MU Skill Area</i>	MUSIC (Chord Progressions)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify advanced chord progressions by sound
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Primary and secondary chords • Consonant and dissonant chords • Chords diatonic in major and minor • Chord inversions • Succession and cadences • Chord symbols and structures • Extended and altered chords • Specified bass
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Basic Music</i>, NAVEDTRA 10244, chaps 1, 10, 11, 15, 16, and 19 • <i>Harmony</i>, NAVEDTRA 12012, chaps 3, 5, 6, 7, and 9 through 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about primary and secondary chords; consonant and dissonant chords; chords diatonic in major and minor; chord inversions; succession and cadences; chord symbols and structures; extended and altered chords; and specified bass.

Advancement Handbook for MUC

General <i>MU Skill Area</i>	GENERAL ADMINISTRATION (Operations)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the daily operation of a Navy band
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Standards and procedures of naval correspondence • Electronic records • Electronic mail • Facsimile transmission • Postal standards • Standard letters • Multiple-address letters • Endorsements • Memorandums • Point papers • Business letters • Standards of writing • Official publication and directives • Processing correspondence and messages • Correspondence, message files and their disposal • Directives • Reports and forms management • Correspondence security • Reports and records disposal
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Navy Correspondence Manual</i>, SECNAVINST 5216.5 • <i>Yeoman 3&2</i>, NAVEDTRA 12613, chaps 1 through 9 • <i>Yeoman 1&C</i>, NAVEDTRA 12614, chaps 4, 5, and 6 • <i>Mission and Function of Official Navy Bands</i>, BUPERSINST 5450.37

	<ul style="list-style-type: none"> • <i>Navy Public Affairs Policy and Regulations</i>, SECNAVINST 5720.44 • <i>Navy File Maintenance Procedures and Standard Subject Identification Codes</i>, SECNAVINST 5210.11
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about Naval writing standards and procedures; electronic records; electronic mail (e-mail); facsimile transmission (fax); postal requirements; standard letters; multiple-address letters; endorsements; memorandums; point papers; business letters; standards of writing; official publications and directives; processing correspondence and messages; correspondence, message, and file disposal; directives; reports and forms management; correspondence security; and reports and records disposal.</p>

Advancement Handbook for MUC

General <i>MU Skill Area</i>	LOGISTICS (Supply)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage non-musical logistic support for a Navy band
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify</p> <ul style="list-style-type: none"> • Annual inventory procedures • Elements of the inventory report • Personal custody cards • Procedures for equipment turn-in • Procedures for disposing of equipment • Preparation of disposal documents • Types of equipment letters • Equipment files • Procedures for reporting missing equipment • Equipment shipment to Fleet Support • Preparation of shipping documents • Procedures for receiving equipment • Care of equipment • Equipment security • Policies governing privately-owned equipment • Storage of equipment • Tracking equipment actions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Navy Music Program Supply Manual</i> (special publication) • <i>Allowance List of Musical Instruments, Accessories, and Supplies for Official Navy Bands</i>, NAVPERS 15875 • <i>Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property</i>, SECNAVINST 5500.4 • <i>Afloat Supply Procedures</i>, NAVSUP P-485, chapter 5, section III

	<ul style="list-style-type: none"> • <i>Procedures for Supplying Musical Instruments, Accessories, and Supplies for Official Navy Bands</i>, BUPERSINST 4205.2
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about annual inventory procedures; elements of inventory reports; personal custody cards; procedures for equipment turn-in; procedures for disposing of equipment; preparing disposal documents; types of equipment letters; equipment files; procedures for reporting missing equipment; shipping equipment to Fleet Support; preparing shipping documents, procedures for receiving equipment; care of equipment; equipment security; policies governing privately-owned equipment; storing equipment; and tracking equipment actions.</p>

Advancement Handbook for MUC

General <i>MU Skill Area</i>	TECHNICAL ADMINISTRATION (Auditions)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct auditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify:</p> <ul style="list-style-type: none"> • Musical criteria for acceptance to the Navy Music Program (Pers-6MM) • Pre-audition procedures • Audition process • Post-audition procedures • Instrumental proficiency standards for specified musical instruments • Brass/woodwind/rhythm audition reports • Percussion audition reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Audition Standards Manual</i>, MUSCOLINST 1300.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the musical criteria for acceptance to the Navy Music Program: technique, articulation, time and rhythm, tone and musicality; pre-audition procedures: documentation, warm-up, and board members; audition process: scales and arpeggios, sight reading, and prepared selections; instrumental proficiency standards for specified instruments; brass/woodwind/rhythm and percussion audition reports; post-audition procedures: final score computation, final action on audition documentation.</p>

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
MU3	NAVEDTRA 10244	Basic Music	Chaps 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and app A and B	Note 1
	NAVEDTRA 12013	Basic Music (Navy)	App D and F	Note 1
	NAVEDTRA 12012	Harmony	Chaps 1, 2, 3, 4, 5, 6, and 7	Note 1
		Ceremonial Music, DOD and/or USN eds to: "Star Spangled Banner" (U.S. Armed Forces Edition), "Ruffles and Flourishes," "Admiral's March," "Honors March", "Hail, Columbia!," "Hail to the Chief"	Melody lines	Note 2
	NAVPERS 15047	Navy Song Book (Melodic lines only)	Selections 2, 5, 16, 17, 19, 56, and 61	Note 1
MU2	NAVEDTRA 12012	Harmony	Chaps 8 and 9	Note 1
		"Star Spangled Banner," U.S. Armed Forces Edition	Conductor's score	Note 2
		United States Navy Regulations, 1990	Chap 12, arts 1204, 1205, 1206, and 1281	Note 1
		Sound Reinforcement, A Brief Overview, with accompanying video	All	Note 5
MU1	NAVEDTRA 10244	Basic Music	App C	Note 1
	NAVEDTRA 12013	Basic Music (Navy)	App E	Note 1

	NAVEDTRA 12012	Harmony	Chaps 10, 11, 12, 13, and 14	Note 1
		United States Navy Regulations, 1990	Chap 12 (all) and tables 1 through 7	Note 1
	SECNAVINST 5060.22	Marine Corps Drill and Ceremonies Manual	Chaps 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 22, and 23	Note 5
	AVMC 2691A	USMC Interior Guard Manual	Sec 4	Note 5
	NAVPERS 15875	Allowance List, Musical Instruments and Accessories for Official Navy Bands	All	Note 5
		Navy Music Program Supply Manual (October 1996)	All	Note 5
	ENNAVINST 5216.5	Navy Correspondence Manual	All	Note 3
	NAVEDTRA 12613	Yeoman 3&2	Chaps 2, 3, 4, 5, 6, 7, and 8	Note 1
	NAVEDTRA 12614	Yeoman 1&C	Chaps 4, 5, and 6	Note 1
MUC	NAVEDTRA 12012	Harmony	Chaps 15, 16, 17, and 18	Note 1
	SECNAVINST 5500.4	Reporting Missing, Lost, Stolen or Recovered (MLSR) Government Property	All	Note 3
	SECNAVINST 5720.44	Navy Public Affairs Policy and Regulations	Arts 0206, 0303e6), 0307, 0402, 0407, 0411a through 0411d, 0412, 0414a through 0414h, and app C	Note 3
	MUSCOLINST 1300.1	Audition Standards Manual	All	Note 2
	COMNAVCRUITC OMINST 1130.8	Navy Recruiting Manual, Enlisted	Chap 2, Section 3	Note 4
	NAVSUP P-485	Afloat Supply Procedures	Chap 5, Section III	Note 1

	BUPERSINST 4205.2	Procedures for Supplying Musical Instruments, Accessories and Supplies for Official Navy Bands	All	Note 6
	SECNAVINST 5210.11	File Maintenance Procedures and Standard Subject Identification Codes	All	Note 3
	BUPERSINST 5450.37	Mission and Functions of Official Navy Bands	All	Note 5

LEGEND:

Note 1 – To order, MILSTRIP to NAVICP PHILA or
via INTERNET <http://www.nll.navsup.navy.mil>

Note 2 – School of Music

Note 3 – INTERNET - <http://neds.nebt.daps.mil/>
or <http://www.dodssp.daps.mil/usndirs.htm>

Note 4 - Ltr request to: Commander, Navy Recruiting Command
801 N Randolph St, Arlington, VA
22203-1991

Note 5 – Ltr request to: Head, Navy Music Program
U.S. Navy Music Program (PERS-64)
Bureau of Naval Personnel
5720 Integrity Drive
Millington, TN 38055-6400

Note 6 – Ltr request to: Bureau of Navy Personnel
PERS 6400
5720 Integrity Drive
Millington, TN 38055-4410